

**TOWN OF KIAWAH ISLAND
WAYS AND MEANS COMMITTEE MEETING**

**Via Live Streaming
July 7, 2020; 1:45 pm**

Special Call Meeting

Minutes

I. Call to Order: Chairman Widuch called the meeting to order at 1:45 pm.

Present at the meeting: Chris Widuch, Chairman
Craig Weaver, Mayor
Dan Prickett, Committee Member
Maryanne Connelly, Committee Member
Klaus Said, Committee Member

Also Present: Stephanie Monroe Tillerson, *Town Administrator*
Dorota Szubert, *Town Treasurer*
Stephanie Braswell Edgerton, *Communications Manager*
Brian Gottshalk, *Public Works Manager*
Petra Reynolds, *Town Clerk*

II. New Business:

A. Consideration and Recommendation to Town Council for Approval of the Contract for Janitorial Services

Mr. Gottschalk stated that maintaining a clean and sanitary work environment is of high importance to Town staff, especially when there is a heightened need to maintain an exceptional level of cleanliness and sanitation in the work areas. The current contract with Summit Cleaning has exhausted the extensions and will expire as of August 1, 2020. An RFP (Request for Proposals) was released for the Municipal Center Janitorial Services and posted on the Town's website, as well as advertised in the Post and Courier. The Town received five bid proposals in response to the request;

Cleaning with Class, LLC	\$2,117.00/Month
Elite Properties of Charleston	\$2,800.00/Month
Melissa Wigger	\$5,200.00/Month
Summit Building Services	\$579.00/Month
Jan-Pro Cleaning Systems*	\$975.00/Month for Option A - based on the Scope of Work as solicited. \$1,478.00/Month for Option B - based off an adjusted scope recommended by the company that calls for more disinfecting and sanitizing due to the pandemic. (Recommended by Jan-Pro)

Mr. Gottshalk indicated that staff requests the Ways and Means Committee recommend to Town Council the approval of awarding the Janitorial Services Contract to Jan-Pro Cleaning Systems based on the recommended Option B Cleaning Schedule along with entering into a one (1) year contract with the option for two (2) one (1) year extensions. The contract would consist of monthly recurring charges of \$1,478.00 along with one time deep clean cost of \$395.00 for an annual cost of \$17,736.00.

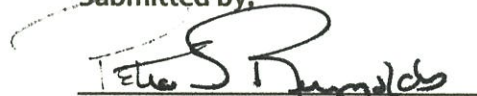
Committee members discussed the staff recommendation for the selection of Jan-Pro, the continuation of Option B after the virus threat has subsided, and having the contract include the opportunity for an upgrade or downgrade to the scope of work.

Committee Member Prickett made a motion to recommend to Town Council the approval of awarding the Janitorial Services Contract to Jan-Pro Cleaning Systems based on the recommended Option B Cleaning Schedule. The motion was seconded by Mayor Weaver and was unanimously passed.

III. Adjournment:

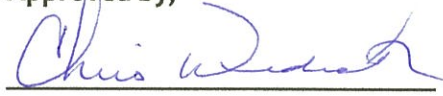
Mayor Weaver motioned to adjourn the meeting at 1:55 pm. The motion was seconded by Committee Member Said and carried unanimously.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



Chris Widuch, Chairman

8-4-20
Date